



Restore the body. Refresh the spirit.

Administrative Coordinator

Summary: The Administrative Coordinator is responsible for assisting the Executive Director and Director of Development and Communications in a variety of tasks from fundraising, communications, proof reading, data entry, payroll, and site maintenance.

Reports to: Director of Development Communications with input from the Executive Director

Qualifications:

- Agree with and be willing to uphold the Statement of Faith and Statement of Values.
- Have excellent computer skills and database experience.
- Be self-motivated, dependable, and responsible.
- Be friendly and respect the God-given dignity of all persons.
- Excellent written and verbal communication skills.
- Very familiar with Microsoft Office (Word, Excel, Publisher, Access) and Quickbooks.
- Experience with financial records.
- Experience delegating to volunteers.
- Represent His Hands professionally both on and off the clock.

Hours: 30 to 35 hours weekly

Primary Duties Include:

General Communication activities:

- Post 3 messages a week on Facebook
- Write 2 monthly e-newsletters
- Proofread as requested
- Assist with special events
- Assist with mailings
- Obtain bids as needed for mailings
- Assist with creating the annual report
- Communicate with churches
- Set up meetings and speaking engagements
- Delegate tasks to volunteers whenever possible

Data entry:

- Enter all financial donations and generate receipts

See back side



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Financial:

- Complete payroll bi weekly
- File necessary tax reports
- Communicate with the book keeper
- Assist with year end and 990 reports

Site maintenance:

- Address any issues of security, broken equipment
- Coordinate volunteers and vendors to complete maintenance tasks
- Get bids as needed for services

Other Duties as assigned

Benefits

- 75% of health insurance premium paid
- 10 paid holidays
- 63-73 hours of Vacation annually
- 30 to 42 Sick hours annually

“Working at His Hands Free Clinic is more than a job it’s a ministry”

To apply complete the questions on our website [www. Hishandsclinic.org](http://www.Hishandsclinic.org) and send a resume and cover letter to dawn@hishandsclinic.org.